

# SWO(N) Ready Reference – Board Prep

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This Ready Reference will give you the tools to ensure you are adequately informed about the board process. It also provides guidance to verify or update your record so you have the best chance for promotion to your next rank or screened for your next milestone tour.

Although we spend a lot of time “scrubbing” records, notifying officers of record deficiencies and providing career guidance, the responsibility of an officer’s record still lies with the service member.

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## Upcoming Board Dates

NPC Board Schedule: NPC ->Boards -> Board Schedule

<http://www.public.navy.mil/bupers-npc/boards/Pages/default.aspx>

## Administrative vs. Statutory Boards

Administrative Boards: These are boards are community specific. Since SWO(N)s participate in both SWO and SWO(N) administrative boards, milestone screenings include Department Head, Principal Assistant, Executive Officer, Assistant Reactor Officer, Commanding Officer, and Major Command.

Statutory Boards: These boards are required by law (statute). These boards are authorized by the Chief of Naval Personnel and executed by PERS-8 at Navy Personnel Command. These are the rank promotion boards, O-4 and above for officers.

## Board Correspondence Policy Change (LTB Submission)

NAVADMIN 297/17 publishes the promotion zones as well as changes to the submission deadline for all board correspondence. The new deadline is 2359CST on the 10<sup>th</sup> day before the board convenes. This policy affects both administrative and statutory boards.

<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMIN/NAV2017/NAV17297.txt>

## What is Board Correspondence?

Board correspondence, known as a letter to the board (LTB), is written communication that will invite the attention of the board to any matter concerning the officer that the officer considers important. The written communication must be in accordance with MILPERSMAN 1420-010 and may include, as enclosures, correspondence from any individual concerning the eligible officer. LTBs are typically missing or recent FITREPs, recent awards, or letters of recommendations from previous COs or Flag Officers.

Only eligible officers may communicate with a selection board about their record. Correspondence not originated by the eligible officer must be included as enclosures on the officer's LTB. Correspondence without a LTB is considered third party correspondence and will be returned.

If you have a significant gap between FITREPs (typically defined as 90 days), you may want to consider submitting a LTB to explain your accomplishments during that time or circumstances that caused the gap in your record. Additionally, you may want to request a Special FITREP prior to a promotion (statutory) board if you have not received a FITREP since reporting to a new command. This is especially important for the O-6 promotion board since there are over 8 months between the O-5 periodic reports in April and the board convening in mid-January. The O-5 and O-4 boards have approximately 3.5 months of time between the regular report and the board. If you have received at least 1 observed regular report from your reporting senior, a letter of recommendation from your reporting senior is appropriate.

\*\*\* Special FITREP Requirements IAW BUPERSINST 1610.10(series) \*\*\*

1. State the justification for the Special report in the opening sentence of the comments. **A report without this statement will be returned for correction.**
2. A new reporting senior who has not written an "observed" report on a member may submit a Special FITREP before the promotion board so long as the officer has performed significant duties for at least 3 months.
3. A Special Report only applies to **STATUTORY** boards.

Some notes on LTBs:

- Ensure that your correspondence is encrypted since all submissions must include your full SSN.
- Your permanent record is NOT updated when you send documents to the board.
- It is strongly recommended that you email your LTB if possible vice relying on U.S. mail. It will provide to your SWO(N) Community Managers visibility that your LTB has been submitted and is a faster means to provide the information.
- Email your LTB to [CSCSELBOARD@navy.mil](mailto:CSCSELBOARD@navy.mil)
  - o The subject line of the e-mail should include "Board Package: Board FY####." The e-mail should include a letter to the board president signed by the eligible officer as an electronic attachment. Additional e-mail attachments and enclosures to the eligible officer's letter to the board may also be included as appropriate.
- Please CC your SWO(N) Community Team ([PERS424, 42D1, 412N](#)) on any LTB that is sent to [CSCSELBOARD@navy.mil](mailto:CSCSELBOARD@navy.mil) via email.

LTBs are a positive tool for managing your record and must be briefed/viewed by the board.

A LTB template can be found at the NPC Active Duty Officer Web page:

<http://www.public.navy.mil/bupers-npc/boards/activedutyofficer/Pages/default.aspx>

1. Under the Board Preparation listing you will see Sample Letter to the Board
2. Click on this link and this will bring up an ability to download the LTB template.

## **How do I know if the board received my LTB?**

There are two methods to check the status of your LTB:

1. NPC Website: [https://npccontactcenter.ahf.nmci.navy.mil/OA\\_HTML/npc.html](https://npccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html)
2. NPC Customer Service Center (866) 827-5672

Detailers do not have any situational awareness on whether your LTB was received.

## **What is a precedence number (lineal number)?**

An officer's grade and date of rank determine their position on the Active Duty List (ADL) of the Navy. The relative seniority of officers is indicated by assignment of an eight-digit active duty lineal number and officers are carried on the ADL in order of seniority in the grades in which they are serving. Dates of rank determine seniority among officers of the same grade. An officer whose date of rank is earlier than the date of rank of another officer of the same rank is senior to that officer.

An officer's date of rank is the date the appointment to their grade is made, but with one exception: The date of rank of officers appointed as ensigns in the Navy in May or June of any year is the same as the date of the graduation of the class of midshipmen of the United States Naval Academy in that year. For example; if an NROTC MIDN commissions on 13 May, their DOR is the date that the USNA commissioned their MIDN, usually the week before Memorial Day weekend.

Your lineal number consists of a six-digit whole number and a two-digit suffix. Suffixes allow additional placement of officers on the ADL in proper precedence order between whole numbers. Lineal numbers are based upon grade, date of rank, and class percentile standing.

Officers receiving original appointments of the same grade and date of rank will be rank-ordered by percentile of class standing among other ensigns appointed from all commissioning sources on the same date or with the same date of rank. The Naval Academy graduate who ranked highest in the class and who was appointed an ensign will be assigned the lowest (most senior) lineal number of those ensigns appointed with the same date of rank.

When an officer is promoted to the next rank, they are assigned a new precedence number in the higher grade based on their promotion dates of rank and their precedence positions in the previous grade.

More information can be found in OPNAVINST 1427.2 (Rank, Seniority and Placement of Officers on the Active Duty List and Reserve Active Status List of the Navy).

## **How do I know if I am in-zone?**

First, locate your precedence/lineal number on your Officer Data Card (ODC). Your ODC can be found on the BUPERS Online (BOL) website (<https://www.bol.navy.mil>) under the menu topic of "ODC, OSR, PSR, ESR".

Second, a NAVADMIN message setting the "zones" is released in mid-December every year. This message establishes the senior and junior person that will be in-zone for each grade for the upcoming year. It also includes the "junior eligible" who is the last officer eligible for promotion.

This NAVADMIN can be found on the NPC website under references ->messages ->NAVADMIN.  
<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINs/NAV2017/NAV17297.txt>

If your lineal number is **lower than the number for the junior in-zone** officer on the message, you will be considered in zone by the upcoming promotion board.

If your number is **higher than the junior in-zone but lower than the junior eligible** you will be viewed as below zone for the upcoming board. Boards are allowed to select a certain percentage of below zone officers. A below zone look is, in essence, a “free look” since consideration by the board as a below zone eligible will not incur a failure of selection (or FOS) if not selected. The number of below zone officers actually selected is very small. It is possible, due to varying needs within the different communities, that an officer may receive 1, 2, or occasionally 3 below zone looks.

It is important to remember that your projected in-zone look may change from year to year due to attrition at a certain paygrade. That is why it is especially important to always keep your record up to date and to review it after each FITREP cycle.

## **What information in your record matters the most?**

The single most important part of your record is your FITREPs. The best thing that you can do to prepare your record for a board is to verify your FITREP continuity in your Performance Summary Record (PSR). Any FITREP gap of 90 Days or more could potentially be a problem when the board members review your record. Please take aggressive action to correct any FITREP continuity problems. If you have any questions, contact your detailer.

Awards, Academic Degrees, Sub-specialty codes, Physical Fitness Assessment (PFA) results, and Additional Qualification Designators (AQD) are all important aspects of your record and should also be accurately reflected in your record. These can also be verified on BOL through the PRIMS and ODC, OSR, PSR, ESR links.

If you have missing aspects of your record and do not have time to permanently update your record prior to a board, you should send a LTB that includes the missing information. However, make sure that you take action to permanently update your record as well.

Official service record photos are no longer viewed “in the tank”; however, you are still required to maintain an official photo on file in your current paygrade.

## **How do I review and update my record?**

Your Officer Summary Record (OSR) and Performance Summary Records (PSR) are the only two records that all board members will see in “the tank” (i.e., where board members deliberate and vote on records). The individual board member who is reviewing your record in detail will have access to all of your Official Military Personnel Files (OMPF).

To review your OSR and PSR, log onto BOL and view both of those documents. Verify that all of the information is accurate and that you have 100% FITREP continuity (no gaps greater than 90 days between the end date and start date of next FITREP).

To update your record, please see the [Officer Record Management Guide](http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record%20Management%20Brief.pdf) which provides a detailed explanation on how to update everything in your record: AQDs, education, awards, FITREPs, etc. [http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record Management Brief.pdf](http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record%20Management%20Brief.pdf)

You can also reach out to the SWO(N) Community Management Team. While we do not have the ability to update everything in your record, we can point you in the right direction.

## **FITREP Milestone and Promotion Recommendations**

Your FITREP should recommend you for your next milestone and promotion before you are in-zone for your next promotion. It is important to include your next milestone (or higher) recommendation in block 40 until you are serving in that capacity. For example, even if you have already screened for Department Head Afloat, it should continue to be included in block 40 until you are actually serving as a Department Head. Alternatively, it is also acceptable to be recommended for a higher milestone, such as Early Command, which would supersede the Department Head Afloat recommendation.

## **How can I update my awards?**

If the award is reflecting accurately on the NDAWS website (<https://awards.navy.mil>) but not on the OSR or in your OMPF, send an encrypted e-mail to [mill\\_p33awards@navy.mil](mailto:mill_p33awards@navy.mil) with the citation and the full SSN in the upper right-hand corner.

If the award is missing from NDAWS and your OSR, submit missing citations to your NDAWS authority (listed on the NDAWS website) for inclusion in your record.

The process usually takes 2-3 weeks to update your record. If your board will be convening within 6 weeks, consider submitting copies of the missing award(s) as an enclosure of a LTB.

## **How will the SWO(N) Community Management Team contact me before a board?**

The SWO(N) Community Team will reach out to you before any board if we identify deficiencies in your record, so it is important that you update your contact information with your detailer regularly including a work email address, personal email address and phone number. Please remember that this is a courtesy look and that you are responsible for your own record.

***As always, contact your detailer if you have any questions or if you require further assistance.***

## **Board Prep Checklist**

### **OMPF:**

- ☐ All FITREPs are included and legible
- ☐ FITREPs include recommendations for the next career milestone
- ☐ All award citations are included and legible

### **OSR:**

- ☐ There are no gaps greater than 90 days between regular reports (including letters of extension)
- ☐ OSR accurately reflects Bachelors and Masters Degrees (as applicable)
- ☐ OSR accurately reflects the type and number of personal awards
- ☐ Additional Qualification Designators (AQDs) are accurate and current (especially those that are a prerequisite for screening – e.g., “CMD ELIGIBLE”)

### **PSR:**

- ☐ PSR accurately reflects each FITREP’s trait average and promotion recommendation
- ☐ PFA information is accurate